



STATE OF CONNECTICUT
DEPARTMENT OF BANKING
CONSUMER CREDIT DIVISION
260 CONSTITUTION PLAZA, HARTFORD, CT 06103-1800



CHECKLIST FOR CONSUMER COLLECTION AGENCY LICENSE - BRANCH OFFICE

General Instructions

1. There must be a separate application, bond and license fee for each place of business required to be licensed pursuant to Chapter 669, Part XII of the Connecticut General Statutes.
2. In the event space provided for answers is inadequate, additional sheets should be attached and should identify the applicant and the specific item on the application.
3. Any change to information submitted in or with the application must be reported in writing immediately. Reporting should not be delayed until the time a license is renewed.
4. License fee for Branch Office:

\$900 Application filed between 10/1/2011 and 9/30/2012

\$500 Application filed between 10/1/2012 and 9/30/2013

The check must be made payable to "Treasurer, State of Connecticut." All fees are NOT REFUNDABLE.

5. Licenses expire at the close of business on September 30th of each odd year, unless renewed.
6. The application and related material must be mailed to:

Connecticut Department of Banking
Consumer Credit Division
260 Constitution Plaza
Hartford, CT 06103-1800

continued on the next page

Application Instructions

1. **IDENTIFYING INFORMATION.** **Applicant Name** should be the full legal name as organized in the Applicant's domestic state and found in incorporating documents. Applicant is the entity applying for a license. The only instance in which the Applicant is an individual is in the case of a sole proprietorship. If the Applicant is a sole proprietor, use the Applicant's Last, First and Middle names and suffix ("Jr", "III", etc.) if any. **Branch Office Address** should be the physical address location, not a post office box or other mailing address.
2. **OTHER BUSINESS NAMES.** List any other name(s) by which the Applicant conducts or will conduct business in the state of Connecticut (i.e., trade name, fictitious name, or "doing business as" name). The name(s) should be listed exactly as used in advertising, documents, etc.
3. **BOOKS AND RECORDS INFORMATION.** List the physical address where books and records are stored. Provide the name and title of the individual at this location that should be contacted with inquiries about or to gain access to the storage location.
4. **PERSON IN CHARGE OF THE OFFICE.** Identify person with the supervisory authority over the day-to-day activities of the Branch Office.

Branch Office Attachments

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	FEE. Required fee as described in General Instructions. The check must be made payable to "Treasurer, State of Connecticut."
<input type="checkbox"/>	<input type="checkbox"/>	PERSONAL AND BUSINESS HISTORY STATEMENT. Form is required for Person in Charge of the Office.
<input type="checkbox"/>	<input type="checkbox"/>	BOND. An additional \$25,000 surety bond is required per branch office location. As an alternative, surety may provide a rider to the existing bond on file increase the amount an additional \$25,000 and adding the address of the branch office being licensed. Rider must also include a list of all locations presently covered by the bond. Be sure addresses on the rider are identical to addresses on CT licenses. Please include complete addresses - not post office boxes or other mailing addresses.
<input type="checkbox"/>	<input type="checkbox"/>	FINANCIAL STATEMENT. Include a balance sheet and a statement of income and expense dated within 30 days of the date of the application. The balance sheet submitted must include the client's trust accounts information, therefore please provide a line item in cash assets to reflect restricted funds held on behalf of the client and a line item in liabilities to reflect "due clients" information. An attestation form must be attached to the balance sheet and be sworn to before a notary public by a Control Person listed on the Main Office Application.

WHO TO CONTACT - Questions concerning this application may be directed to Jean Wright at 860-240-8209 or via e-mail at jean.wright@ct.gov

YOU ARE NOT AUTHORIZED TO ENGAGE IN CONSUMER COLLECTION AGENCY ACTIVITIES IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT